

**MINUTES OF REGULAR BOARD MEETING
NOVEMBER 12, 2024**

The Board of Trustees of Community College District 509, Counties of Kane, Cook, DuPage, McHenry and DeKalb, State of Illinois, convened a regular meeting on Tuesday, November 12, 2024, in Building E, Room E100.01.

1. Call to Order and Roll Call

Chair Redmer called the regular meeting to order at 5:40 p.m., indicated that a quorum was present, and asked the recorder to call roll.

Trustees present: Dr. Redmer, Ms. Rakow, Mr. Nowak, Dr. Ollayos, Mr. Rodriguez, Ms. Arroyo, Mr. Parks and Student Trustee Ms. Heiser.

Trustees absent: None.

ECC staff: Dr. Heinrich, Interim President; Dr. Schopen, Interim VP, Teaching, Learning and Student Development; Dr. Wagner, VP, Business & Finance; Dr. Garber, VP Planning, Institutional Effectiveness and Technology; Mr. Vazquez, General Counsel; and Ms. Kerruish, Recorder.

2. Recess to Closed Session

The Chair asked for a motion to recess immediately to closed session under the following exceptions to the *Illinois Open Meetings Act*:

- A. To discuss minutes of meetings lawfully closed under this Act
- B. To consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the college....
- C. To discuss litigation, when an action...has been filed...or when the public body finds that an action is probable or imminent....
- D. To consider collective negotiation matters...for one of more classes of employees... all pursuant to Chapter 5 of the *Illinois Compiled Statutes* Sections 120/2 (c) (21, 1, 11 and 2 respectively).

Motion: Trustee Nowak moved to recess to closed session.

Second: Trustee Parks seconded the motion.

Roll-Call Vote: Aye, 7: Redmer, Rakow, Nowak, Ollayos, Parks, Arroyo and Rodriguez; nay, 0; Student Trustee Heiser, aye; motion carried at 5:42 p.m.

3. Reconvene Open Session

The closed-session concluded at 7:07 p.m. The board reconvened in open session at 7:13 p.m. in E125, Seigle Auditorium.

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4. Preliminary Matters

A. Roll Call

Trustees present: Dr. Redmer, Ms. Rakow, Mr. Nowak, Dr. Ollayos, Mr. Rodriguez, Ms. Arroyo, Mr. Parks and Student Trustee Ms. Heiser.

Trustees absent: None.

ECC staff: Dr. Heinrich, Interim President; Dr. Schopen, Interim VP, Teaching, Learning and Student Development; Dr. Wagner, VP, Business & Finance; Dr. Garber, VP, Planning, Institutional Effectiveness and Technology; Mr. Vazquez, General Counsel; and Ms. Kerruish, Recorder; ECC staff and visitors.

B. Consideration of and Possible Actions on Any Requests for a Board Member's Electronic Participation in Meeting.

No considerations necessary at this meeting.

C. Pledge of Allegiance

The Pledge of Allegiance was led by Trustee Parks. Chair Redmer offered appreciation to those having served.

D. Board Purpose

The Board Purpose was recited by Trustee Nowak.

To honor Indigenous Peoples' Heritage Month, the Land Acknowledgement was read by Trustee Arroyo.

5. Interim President's Report

- Dr. Heinrich acknowledged Anitra King, SSECCA president in the audience.
- October 9, ECC hosted Nicor Gas's Free Grocery and Energy Resource Fair. Nicor Gas and the Office of State Sen. Cristina Castro provided 3,854 pounds of food and 240 energy efficiency kits to 241 Elgin-area families at a free grocery and energy resource fair held at ECC. Attendees also received on-site bill assistance as well as community resources.
- October 8, we had a great success with the Illinois Regional College Fair (College Night). The largest and best-attended College Night in recent memory with 150 colleges/universities attending, over 600 attendees (82% higher than last year).
- October 10, the Education Work Center (EWC) Hanover Park celebrated its 10th Anniversary as a cooperative partnership between Harper College, the Chicago Cook Workforce Partnership, the Village of Hanover Park and ECC. Speakers included Hanover Park Mayor Rod Craig; Rep. Fred Crespo; Dr. Avis Proctor, President of Harper College; Lisa Maentz, Executive Director of Business and Career Services/WorkNet; Rose Numon, EWC student; and Dr. Heinrich, Interim President of ECC. The event underscored the center's impact on empowering residents through education and skill-building. Trustee Redmer and Trustee Rakow attended.

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- Visiting Chef successfully took place on October 10 with Austrian Chef Wolfgang Ruzicka from the Semmering School in Austria, a partnership ECC has had in place for over 30 years. Dr. Redmer and Dr. Heinrich hosted a table of Latinx community members, which has already led to additional collaborations with these community agencies.
- To strengthen our connections, this fall we have hosted Representative Anna Moeller, Representative Fred Crespo, Senator Cristina Castro, and Senator Donald DeWitte for lunch in Spartan Terrace. In addition, Dr. de rosier-Cook and Dr. Heinrich met with Mayor David Kaptain at City Hall on October 29 to discuss the Manufacturing Technology Center and future Workforce Development opportunities.
- ECC received a number of recognitions this month.
 - October 28, the Elgin Image Awards honored Trustee Ollayos, as a winner in the Volunteer Extraordinaire category. Additionally, the Center for Civic Engagement (CCE) received an Elgin Image Award in the Creating a Difference category; Dr. Antonio Ramirez and three students were in attendance.
 - CCE was selected as a Top 10 Bellwether Finalist in the category of Instructional Programs and Services.
 - Congratulations to the women's tennis team on their outstanding performance this season, as they have all qualified for the national tournament. They have been a most cohesive, talented and enthusiastic team with an average GPA of 3.3. Additionally, Coah/Professor Clark Hallpike, was voted coach of the year by the other coaches.
 - Kim Plate, Director of Dental Assisting, is the new Dental Assisting National Board Chair. She began this role in September.
 - ECC was honored to be named Member of the Year by the St. Charles Chamber of Commerce. The award was announced at the annual chamber breakfast on Nov. 7.
 - Congratulations to ECC's 2025 recipients of the National Institute for Staff and Organizational Development (NISOD) Excellence Award; Vinny Cascio, Kristina Garcia, Asha Raval, Colleen Stribling and Tim Whitney.
 - The ECC Forensics (Speech/Debate) Team competed this season and attended two tournaments. At the October. 12 tournament at McHenry County College, the team took 5th place overall. At Moraine Valley College on October 26, Libby Mattern was the Tournament Champion, taking 1st place in Informative Speaking.
 - ECC's Center for Undergraduate Research, Innovation, and Creativity (CURIC) and Skyway research projects discovered a new compound of Zinc (Beta Zinc Oxalate). Last year, the Skyway research team included a group of students in partnership with Argonne National Laboratory and with faculty leadership provided by Dr. Soma Chattopadhyay. These students successfully synthesized zinc oxide (ZnO) nanoparticles by sol-gel. ZnO Nanoparticles have demonstrated strong antibacterial activities and are potential candidates for getting rid of bacteria. The Skyway group tested the ZnO on bread, masks, etc., and CURIC Fellow Vanish Patel did a study titled, Speciation of Heavy Metals in Drinking Water of USA and Investigating Ways of Remediation for getting rid of bacteria in water. This new compound has been accepted and will be added to the Powder Diffraction database, which is maintained by the International Centre for Diffraction Data.

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- ECC student, Anala Thakkar, has been selected to participate in the NASA Community College Aerospace Scholars (NCAS) program, an initiative renowned for its rigor and competitiveness, drawing applicants from across the nation. From an initial pool of 6,000 applicants, Anala was one of only 600 accepted into Mission 1. Anala was chosen to advance to Mission 2 (1 of 450), a competitive, week-long career simulation where participants work in teams to design and develop a solution for a lunar exploration mission. As we await the results of her potential selection for Mission 3, the final capstone phase of the program, Anala's journey through NCAS serves as a powerful testament to her determination, perseverance, and the comprehensive preparation provided by our engineering curriculum. This achievement is not just an individual triumph but also a reflection of the high standards and rigorous academic environment at our college, where students like Anala are equipped with the skills, knowledge, and drive to excel in some of the most competitive arenas in science, technology, engineering, and mathematics (STEM).

6. Audience Wishing to Address the Board

There were no audience members wishing to address the Board.

7. Board Reports

A. Committee of the Whole

Trustee Arroyo provided an overview of the Committee of the Whole meeting held Monday, November 11, 2024. The following presentations were provided: FY24 Comprehensive Financial Reports by the Audit firm, Sikich; Academic Resources and Instructional Technology by Mr. Moore; and the Performance Report by Dr. Garber. Dr. Wagner provided a construction update. Board Actions and items on the November 11, 2024 agenda were discussed, no questions were raised. Minutes of the Committee of the Whole meeting will be available on the website once they are approved.

B. Illinois Community College Trustee Association (ICCTA)

Trustee Ollayos shared that the ICCTA Board of Reps meetings will be held on November 15 & 16. Trustees Ollayos and Arroyo will attend.

C. Association of Community College Trustees (ACCT)

Trustee Ollayos shared that there was an overall focus on AI at the ACCT Leadership Congress. A suggestion was made to share the video our student trustee was part of for the presentation with our legislators regarding the accessibility difficulties she experienced with several documents and forms.

D. Legislative

Trustee Rakow shared the following:

- At the October 7 Committee of the Whole meeting, trustees agreed to respond to ICCTA's request for advocacy of the Pipeline for the Advancement of Healthcare Workers Grant, also known as the PATH grant. Ms. Amenta worked with Dr. Schopen and Ms. Kruckenberg, Dean of Health Professions, to create a letter of support, which contains two specific student stories of success that would not have been possible without PATH.
- Trustees Redmer and Rakow met with Ms. Amenta in late October to identify advocacy issues for the February 2025 National Legislative Summit in Washington

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DC. The Board of Trustees wants to ensure our advocacy agenda is relevant and timely. Therefore, given the inevitable changes in administration following the presidential election, Ms. Amenta will monitor political activity related to higher education for the remainder of 2024, and make recommendations if need be. Trustees Ollayos, Parks, Rodriguez, Rakow, and Student Trustee Heiser will represent ECC in DC, along with Dr. Annamarie Schopen and Dr. Kim Wagner.

- All in-district state and federal incumbents running in the November 5 general election were re-elected.
- The Board received a copy of the PATH advocacy letter, along with results from the general election.

E. ECC Foundation

Trustee Parks reported the following:

- As of October 31, 2024, booked gifts are \$3.1 million.
- The Annual Donor Breakfast will be held on Saturday, March 8, 2025.
- The next Foundation Gala will be held on Saturday, September 13, 2025.
- State Farm awarded ECC a \$10,000 grant to run firefighting immersion camps throughout the next year and we hope to receive the same amount for 2026.
- The Foundation held their annual board retreat October 25.

8. College Reports

Board Action No. 077-A-25, Acceptance of Written College Reports

- A. Personnel (October)
- B. Treasurer (September)

College Reports Under Separate Cover

- C. Institutional Advancement and ECC Foundation (October)
- D. Community Engagement and Legislative Affairs (October)
- E. FY24 Performance Report (annual)
- F. Grant Monitoring Report (quarter ending September 30, 2024)

Chair Redmer confirmed receipt, either attached or under separate cover, of the aforementioned written reports.

Motion: Trustee Rodriguez moved to accept the college reports.

Second: Trustee Parks seconded the motion.

Roll-Call Vote: Aye, 7; Redmer, Rakow, Nowak, Ollayos, Rodriguez, Arroyo and Parks; nay, 0; Student Trustee Heiser, aye; motion carried

9. Consent Agenda

Chair Redmer read the following consent agenda items:

- A. **Board Action No. 078-A-25, Minutes of the Regular Board Meeting, October 8, 2024**
- B. **Board Action No. 079-A-25, Closed Session Minutes of the Regular Board Meeting, October 8, 2024**

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- C. Board Action No. 080-A-25, Destruction of Audiotapes of Closed Session Board Meeting, January 24, 2023**
- D. Board Action No. 081-F-25, Ratification of Report of Expenses**
- E. Board Action No. 082-F-25, Ratification of Board of Trustee Travel Expenses**
- F. Board Action No. 083-A-25, 2025 Schedule of Board Meetings, Elgin Community College, Regular, Committee of the Whole and Finance Committee**
- G. Board Action No. 084-A-25, Trustees' Out-of-State Travel to 2025 ACCT National Legislative Summit**
- H. Board Action No. 085-F-25, Instructional Fee Recommendations for Fiscal Year 2026**
- I. Board Action No. 086-A-25, Academic Calendar 2027-2028**
- J. Board Action No. 087-F-25, Resolution of Approval to Publish Proposed 2024 Tax Levy**
- K. Board Action No. 088-F-25, Annual Comprehensive Financial Reports Fiscal Year 2024**
- L. Board Action No. 089-A-25, Ratification of a Settlement Agreement Between the Board of Trustees of Community College District 509 and the Support Staff of Elgin Community College Association (SSECCA)**
- M. Board Action No. 090-A-25, Ratification of a Memorandum of Agreement Between the Board of Trustees of Community College District 509 and the Elgin Community College Faculty Association (ECCFA)**
- N. Purchases**
 - 1. Board Action No. 091-C-25, Additional Fees for Architectural and Engineering Services for the Manufacturing and Technology Center (MTC),** authorizes the administration to increase the fees for general architectural and engineering services for the new manufacturing and technology center from DLA Architects Ltd. (Itasca, IL). The original cost was \$3,037,500 and the additional fees are \$2,053,427 for an amount not to exceed \$5,090,927.
 - 2. Board Action No. 092-C-25, Additional Fees for Construction Management for the Manufacturing and Technology Center (MTC),** authorizes the administration to increase the fees for Construction Management services for the College's new manufacturing and technology center with Lamp, Inc., (Elgin, IL). The original fee was \$2,488,010 and the additional fee of \$2,346,919 totals an amount not to exceed \$4,834,929.
 - 3. Board Action No. 093-C-25, Construction of the New Manufacturing and Technology Center (MTC) – Phase I,** authorizes the administration to grant Lamp Inc. (Elgin, IL) authority to contract, on behalf of Elgin Community College, for the construction trade packages listed for the MTC. The total amount not to exceed is \$12,619,230.
 - 4. Board Action No. 094-C-25, Construction of the New Truck Driving School Building,** authorizes the administration to grant Shales McNutt Construction (SMC) (Elgin, IL) authority to contract, on behalf of Elgin Community College, for the construction trade packages listed below to build the new truck driving school building. The total amount not to exceed \$4,648,446.

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5. **Board Action No. 095-T-25, Customer Relationship Management (CRM) Software Renewal**, authorizes the administration to contract with Carasoft (Reston, VA) for the renewal of the College's CRM software, in an amount not to exceed \$31,185.77.
6. **Board Action No. 096-A-25, Executive Search Firm for Equity, Diversity & Inclusion Officer (EDIO) and Permanent Chief Human Resources Officer (CHRO) Placements**, authorizes the award of a contract with RH Perry & Associates (Ashville, NC) to work with the College committees on the EDIO and CHRO searches, in an amount not to exceed \$147,800.
7. **Board Action No. 097-S-25, Heat Pump Trainer Purchase**, authorizes the administration to purchase a heat pump trainer from Advanced Technologies Consultants (Plymouth, MI) in an amount not to exceed \$27,612.
8. **Board Action No. 098-T-25, Marketing Cloud Software Renewal Purchase**, authorizes the administration to purchase a one (1) year renewal for Marketing Cloud software for marketing automation, email, and text messaging from Carasoft (Reston, VA), in an amount of \$55,702.64.
9. **Board Action No. 099-S-25, Microscopes and Accessories Purchase**, authorizes the administration to purchase Nikon microscopes and accessories from Nikon Instruments, Inc. (Melville, NY), the lowest responsible bidder, in an amount not to exceed \$36,559.
10. **Board Action No. 100-A-25, Ratification of Interim Chief Human Resources Officer (CHRO) Additional Housing and Rental Car Fees**, ratifies and authorizes the increase of funds for the interim executive services related to the Interim Chief Human Resources Officer from \$121,400 to not to exceed \$136,375. The increase in cost is due to the addition of a rental car and increased costs for housing.

O. Personnel

1. **Board Action No. 101-A-25, Ratification, Interim Chief Marketing and Communications Officer, Ms. Maureen Jouhet**, ratifies the appointment of Ms. Maureen Jouhet as Interim Chief Marketing and Communications Officer at an annual salary of \$136,047 (Hay position classification 20) effective October 14, 2024. Further, if Ms. Jouhet is not appointed to the position of Chief Marketing and Communications Officer, Ms. Jouhet will return to her position as Managing Director of Digital Strategy and Innovation at her annual salary amount of \$116,361 (Hay classification 218) prior to her appointment as Interim Chief Marketing & Communications Officer.

Motion: Trustee Parks moved to approve the consent agenda as presented.

Second: Trustee Nowak seconded the motion.

Roll-Call Vote: Aye, 7; Redmer, Rakow, Nowak, Ollayos, Rodriguez, Arroyo and Parks; nay, 0; Student Trustee Heiser, aye; motion carried.

10. Old Business

There was no old business brought forward.

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11. New Business

Trustee Rakow shared that Trustee Parks is being honored by the Three Fires Boy Scout Council with the North Star Award.

12. Adjournment

Motion: Trustee Nowak moved to adjourn the meeting.

Second: Trustee Ollayos seconded the motion.

Voice Vote: Aye, 7; Redmer, Rakow, Nowak, Ollayos, Rodriguez, Arroyo and Parks; nay; 0; Student Trustee Heiser, aye: meeting adjourned at 7:59 p.m.

Shane Nowak, Board Secretary

Diane Kerruish, Board Recorder